



Police Aide

Job Code: 0092

Originated: 09/05

Revised: 08/06

HR Ordinance Status: Classified

Salary Grade: 2138

EEO Code: 23

FLSA: Non-Exempt

Supervisory: No

CLASS SUMMARY

Responds to Police dispatch-based calls for service and conducts investigations for a variety of calls not requiring Police Officer presence; including motor vehicle collisions, burglaries and criminal damage.

DISTINGUISHING CHARACTERISTICS

This is a stand-alone job classification and is not supervisory.

ESSENTIAL FUNCTIONS

Performs duties and responsibilities commensurate with assigned functional area within a department(s) which may include, but are not limited to, any combination of the following tasks:

- Interviews victims, witnesses and reporting parties to obtain information necessary to conduct a complete and thorough investigation and compile a police report.
- Analyzes details of cases and produces accurate and detailed reports of crimes including, but not limited to, burglaries, auto thefts, fraud, forgery, identity thefts, threats, assaults, violations of court orders, harassment, shoplifts, thefts, criminal damage, missing persons and runaways. Conducts area searches on foot.
- Investigates and reports both injury and non-injury motor vehicle collisions; issues accident citations; coordinates accident scenes; measures distances, makes calculations, draws diagrams and testifies in court.
- Answers questions, explains procedures, ordinances, laws and handles complaints.
- Directs traffic.
- Transports documents, property and vehicles.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities

Knowledge of:

The geography of the City and building addresses.

Principles and practices of safe motor vehicle operation and maintenance.

Traffic laws, ordinances and rules involved in motor vehicle operation.

Microsoft Windows Office products.

Ability to:

Communicate with the public by phone or in person in a one-to-one setting.

Comprehend and make inferences from written material.

Distinguish criminal from civil matters using State statutes and City ordinances.

Produce detailed and accurate written reports.

Learn job related tasks and skills through oral and written instruction and on the job training.

Learn and appropriately use AZ criminal and traffic laws, City ordinances, Police Department policies and procedures, statutes and ordinances.

Exercise independent judgment and recognize emergency and hazardous situations.

Maintain the confidentiality of sensitive information.

Testify in court.

Make mathematical calculations and draw logical conclusions.

Provide thoughtful and thorough analysis.

Listen, communicate and work effectively with a diverse group of people.

Proficiently perform computerized word processing, comprehension, summarizing and writing/editing.

Establish and maintain effective working relationships with City staff and the general public.

Complete required OSHA/Safety Training as required.

Education and Experience:

Must be at least 18 years of age and have a high school diploma or GED equivalent.

Licensing and Other Requirements:

A valid driver's license with no major driving citations in the last 39 months is required for all driving positions.

Other pertinent licenses and/or certifications may be required of some positions depending on department/section assignment.

SUPERVISION RECEIVED AND EXERCISED

- Works under general direction of a Police Sergeant in the Police Department and within standard operating procedures.

WORK ENVIRONMENT/PHYSICAL DEMANDS

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job or that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sit for extended periods of time while driving a motor vehicle maintaining constant vigilance to the surrounding area.
- Read maps.
- Move or drag up to 165 lbs. without assistance; carry up to 50 lbs. short distances without assistance.
- Stand for extended periods in all kinds of weather conditions, while moving hands and arms above shoulders and operating a whistle.
- Read maps and find addresses for routine and urgent calls in a timely fashion.
- Utilize two-way radio and mobile data terminal to hear and respond to radio communications, voice instructions and/or commands under a variety of working situations and background noise levels consistent with scene investigation and/or traffic control.
- Measure distances and draw diagrams.
- Perceive the full range of the color spectrum.
- Apply first aid principles and practices.
- Bend, stoop, or pick up traffic cones and other objects; climb barriers while carrying objects.
- Visual and muscular dexterity to operate a marked police motor vehicle.
- Regular exposure to dirt, dust, pollen, inclement weather, temperature extremes, traffic hazards, unpleasant odors, hazardous materials and firearms.
- Concentrate on and complete tasks in the presence of distractions.
- Some work is performed in a normal City office environment.
- Operate a variety of standard office equipment including a computer terminal, telephone, 10-key calculator, copy and fax machine requiring continuous and repetitive arm, hand and eye movement.
- Travel to/from various City locations.
- Work shift work.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.